Program Description/Textbook or Print Instructional Material

Vendor:__Thomson Learning/Course Technology__Web Address:__www.course.com_____

Title: ___Microsoft Office 2000 Basics_____

Author:__Morrison_____ Copyright:_____2001_____

ISBN: 0-538-72412-9_____ Course/Content Area:__Vocational and Career Education; Business Program;
                                                      Exploratory Computers

Intended Grade or Level:_____9-12_____ Readability Level:__7.9_____(Flesch Kincaid)____

List Price: ___53.95_____ Lowest Wholesale Price:_____39.75_____

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accomodations (Level One, Two or Three)_Level Three_____

If Level Two or Three, please provide rationale for not meeting Level One Compliance__It is not financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content
- Includes coverage of Word, Excel, PowerPoint, Access, Publisher, and FrontPage.
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- Suitable for any 35+ hour course in which basic, introductory instruction in Microsoft Office 2000 is required.
- End-of-Unit simulations tie it all together!

Student Experiences
- Features of the text include: lesson objectives, step-by-step instructions, screen illustrations, tips, notes, Internet coverage, projects, end-of-chapter activities, critical thinking activities, and SCANS correlations.

Assessment
Cover all of the basics with this new Microsoft Office 2000 text! As part of our new BASICS series, this text is ideal for a lower-level course on the new Microsoft Office 2000 integrated software. Though introductory in nature, the text comprehensively covers the most popular features of word processing, spreadsheets, databases, and much more!

Organization
Unit 1: Introduction to Office 2000 and Internet Explorer
Unit 2: Word

Unit 3: Publisher and FrontPage
Unit 4: PowerPoint
Unit 5: Excel
Unit 6: Access
Unit 7: Outlook
Integrated Exercises

<u>Resource Materials</u>
Gratis Items To Be Provided And Under What Conditions
Instructor's Manual/CD for Microsoft Office 2000 Basics (0-538-72414-5) Free 1 per teacher
Instructor's Resource Kit for 500 Computer Projects Basics (0-619-05588-X) Free 1 per teacher
Instructor's Resource Kit for Microsoft Office Business Simulation Basics (0-619-18288-1) Free 1 per teacher

Available Ancillary Materials
Activities Workbook for Microsoft Office 2000 Basics (0-538-72415-3)
500 Computer Projects Basics (0-619-05587-1)
Microsoft Office Business Simulation Basics (0-619-18287-3)

RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

NOTE: Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **"not available"** *in the space.*

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool
Business

Title: Microsoft Office 2000 Basics; cost: $39.75

Publisher: Thompson Learning—Course Technology

Item Evaluated: Textbook and ancillaries (Activities Workbook also included)

Copyright Date: 2001	**Evaluator: Donna R. Everett**
Content Level: 9-12	**Date of Evaluation: August 1, 2003**

Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
X Recommended by reviewers to State Textbook Commission
☐ Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business

Title: Microsoft Office 2000 Basics	Publisher: ITP/South-Western

Technology Management Summary Data:	20 possible points	_____20_____ points earned

Technology Management Comments:

Technology Presentation/Interface Summary Data:	40 possible points	_____39_____ points earned

Technology Presentation/Interface Comments:

Content Summary Data:	44 possible points	_____20_____ points earned

Content Comments:

Instruction & Assessment Summary Data	52 possible points	_____44_____ points earned

Instruction & Assessment Comments:

Organization & Structure Summary Data	36 possible points	_____35_____ points earned

Organization & Structure Comments:

Resource Material Summary Data	40 possible points	_____36_____ points earned

Resource Material Comments: **Activities Workbook available.**

Group V - Career /Technical & Vocational/Practical Living
Electronic Instructional Media Review Form
Stand Alone/Independent or Integrated Software for Business

Equipment (circle or change fill color)
Windows
Macintosh
CD-ROM
DVD
Sound
Other

If other, explain

Grade Level (circle or change fill color)
Primary
Intermediate
Middle
High

Audience (circle or change fill color)
Individual
Small Group
Large Group

Format (circle or change fill color)
Stand Alone/Independent
Integrated
Supplemental
In lieu of basal test

Cost _____

_____single copy	_____site license
_____network version	_____school version
____lab pack of ___ copies	_____online

Type of Software: Check all that apply	_____Simulation	___x__ Management	_____Interdisciplinary	_____Problem Solving	____Tutorial
_____Exploratory	_____Creativity	__x__Drill and Practice	_____Critical Thinking	_____Utility	___x__Tests

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a student's performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments:	20

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	4
Accessible for special needs students.	3
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	4
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	4
Comments:	39

Content—Business	Rating
Career Experiences	4
Employability Skills	4
Teamwork	0
Global Perspective	0
Mathematical Skills	2
Communication	2
Diversity	0
Ethical Practices	0
Academic Integration	0
Real World Application	**4**
Content Area Concepts Addressed	4
Comments: **No tie in to FBLA.**	**20**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals: **If related to employability, yes.**	4
Engages Students	4
Develops Business Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	0
Variety of assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included. **Mostly performance based.**	3
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	0
Comments:	**44**

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	3
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	**35**

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	0
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	4
Integration opportunities suggested and examples given.	4
Teacher resources are available online.	4
Online resources available – Repeat of information in text.	4
Online resources available – Practice skills only.	4
Online resources available – New application materials.	4
Comments:	**36**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable